



Letter of Transmittal

To: Jack J. Salazar, LBNL EH&S Liaison
From: Jay Keasling, Physical Biosciences Division Director

Date: September 21, 2007

SUBJECT: Annual Review and Update of ISM Plan.

The Physical Biosciences Division ISM plan was reviewed, and revised as follows:

1. Sections have been reordered to highlight adherence to ISM principles.
2. PBD's safety role for labs in UCB space is explained. PBD has an interest in assuring that the UCB ES&H program provides equivalent protection. The Division will collaborate with UCB by providing a list of Division members and funded work, and request documentary evidence of ES&H protection.
3. The Work Lead concept is introduced. Work leads in each laboratory are identified, and new training requirements are listed.
4. The position of Ergonomic Advocate is introduced.
5. Annual update of the JHQ is required. The PBD Red Book (Personal Safety and Emergency Response Checklists) is explained to be part of the formal process of authorizing work.
6. A new policy for sweeping hazardous waste out of satellite accumulation areas in a timely manner is introduced.
7. Pls are now required to perform frequent walkarounds and to document them semi-annually. A new LBNL training class on effective walkarounds is introduced.
8. It is specified that personal protective equipment will be used on a task-based basis, rather than an area-based basis.
9. Use of LBNL's chemical management database is spelled out.
10. Reporting requirements for personal injuries are specified & correct first aid response is outlined. It is explained that work areas do not stock first aid supplies so as to discourage untrained individuals from rendering treatment. However, there is no prohibition against individual workers keeping their own first aid supplies.
11. Management procedures are specified to enforce training compliance within three months after the need for a training class is identified.
12. PBD has increased its resource allocation to 1.4 FTE for the safety program.

Jay Keasling
Physical Biosciences Division Director

Nicholas K. Sauter
Division Safety Coordinator